



## **LEICESTER GRAMMAR SCHOOL**

### **POLICY AND PROCEDURES ON THE ADMINISTRATION OF MEDICINES**

This policy should be read in conjunction with the First Aid Policy. It refers to Leicester Grammar School.

#### **Introduction**

The School Nurses are the designated people responsible for the storage and administration of medicines within the school. Together, with the Healthcare Assistants and members of school staff, medicines are administered to pupils under a homely remedy protocol.

#### **General Sales List (GSL) or Over the Counter (OTC) Medicines**

Sometimes referred to as over-the-counter medicines, GSL medicines can be bought from pharmacies, supermarkets and other retail outlets without the supervision of a pharmacist. GSL medications include those that treat minor, self-limiting complaints.

On entry to the school and on an annual basis, parents are asked for their consent to allow the school nurse or a member of school staff to administer GSL medicines if it is clinically indicated and this consent is documented within each individual pupil's school medical records. If a parent withholds their consent, then no medicines will be administered, and the parents will be contacted if necessary.

Leicester Grammar School stocks various GSL medications. If it is clinically indicated for an GSL medicine to be administered during the school day, it will be dispensed from the stock rather than a separate supply brought in from home. This is to ensure safe storage and administration processes are followed by the school.

Parents are encouraged to consider if their child is well enough to attend school if they are requiring regular GSL medication throughout the day.

If a pupil requires a GSL medication which is not stocked in school, the school nurse, healthcare assistant or school staff will only administer the medication if it is in the child's best interests to do so whilst they are in School. The following principles should be followed when administering non-stocked, GSL medicines to pupils:

- In advance, the parent should contact the school nursing team, ideally by email, to discuss the requirements.
- The pupil must bring the medicine into school and immediately hand it to a member of the School Nursing Team for safe storage.
- The medicine must be in its original container.
- The medicine must only be dispensed to the pupil for whom it has been intended.
- The School Nurse will discuss with the pupil the appropriate time for administration.
- It is the pupils' responsibility to collect the medication at the end of each school day to take home.

The school nurses will provide various GSL medications to a nominated member of school staff to accompany day and residential school trips. If the member of staff deems it necessary to dispense the medication to a pupil, they should follow the procedure outlined below in the "Practice for the Administration of Medicine to Pupils" and clearly document in the accompanying paperwork.

### **Short Term Prescribed Medicines**

The school nurses, healthcare assistants or members of school staff will administer prescribed short-term medication if it is in the child's best interests to do so whilst they are under the care of the school. If possible, dispensing times should be planned to avoid the administration of medication during the school day. The following principles should be followed when administering short term prescribed medicines to pupils:

- In advance, the parent should contact the school nursing team, ideally by email, to discuss the requirements.
- The pupil must bring the prescribed medicine into school and immediately hand it to member of the School Nursing Team for safe storage.
- The medicine must be in its original container.
- The dispensing label must not be altered.
- The medicine must only be dispensed to the pupil for whom it has been prescribed.
- A member of the school nursing team will discuss with the pupil the appropriate time for administration.
- It is the pupils' responsibility to collect the medication at the end of each school day to take home.

### **Long Term Prescribed Medicines**

As each child's medicine administration regime is specific to their own needs and diagnosis, parents should contact the school nurses to discuss their child's requirements whilst under the care of the school. A healthcare plan will then be drawn up and agreed. Parents are encouraged to regularly update the school nursing team on their child's diagnosis and outcomes of review appointments.

The medical suite is available if pupils require privacy whilst administering their medication.

In the case of children with a long term, life-threatening medical condition, such as asthma, anaphylaxis or diabetes, the pupil should keep their own prescribed medicines on their person at all times as they may need to self-administer their medication without delay. This includes PE

lessons, sporting fixtures and on school trips. If they do not have the medication with them, it may mean staff will not permit them to participate or travel.

### **Adrenaline Auto-Injectors (AAI's)**

Current guidance from the Medicines and Healthcare Products Regulatory Agency (MHRA) states that anyone prescribed an adrenaline auto-injector (AAI) should always carry two of the devices and be no further than 5 minutes away from a device (June 2023). Therefore, pupils with a diagnosis of anaphylaxis, should always have access to two AAI devices whilst under the care of school.

The pupil is required to keep their own prescribed AAI on their person at all times to ensure its quick retrieval, this includes when participating in sport and school trips. If the pupil does not have their AAI with them when participating in a trip or away sporting fixture, it may mean staff will not permit them to participate or travel.

Pupil's prescribed spare AAI's are stored in individual bags, in an easily identifiable and accessible location within the medical suite. This spare will accompany the pupil on all trips which take place off the school premises.

Parents of children with a diagnosis of anaphylaxis are asked to provide consent for their child's own prescribed AAI, or one of the school's emergency AAI devices, to be administered in the event of a severe allergic reaction.

Individual pupil action plans are written and kept with the child's spare AAI to inform staff of the appropriate course of action to be taken.

### **Inhalers**

Each pupil who has been prescribed a reliever inhaler should carry these on their person at all times, including PE lessons, sporting fixtures and school trips to facilitate the timely administration of medication as and when it is required. If a pupil does not have their own inhaler with them when participating in a trip or away fixture, they may not be allowed to travel.

### **Insulin**

As each child's diabetes management is specific to their own needs, parents/carers should contact the school nurse to discuss their child's requirements whilst in school. The school has a temperature-controlled medicines fridge, located in the medical suite, to enable the safe storage of spare insulin and glucagon.

### **Emergency Medicine Kits**

School staff have access to Emergency Asthma Inhaler Kits and Emergency Anaphylaxis Kits situated conveniently around the school site and available to take on school trips and fixtures.

As from 1st October 2017 the Human Medicines (Amendment) Regulations 2017 allows all schools to buy AAI devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (for example, because it is broken or out-of-date).

The Emergency Anaphylaxis Kit is stored on the wall in the medical suite with the appropriate guidance for use. Further kits, available to accompany school trips and sports fixtures, are locked away and handed to a nominated member of school staff at the time of travel for safety.

According to the Department of Health Guidance, the schools spare AAI's should only be used on pupils known to be at risk of anaphylaxis, for whom written parental consent for use of the spare AAI has been provided. A list of the applicable pupils is updated on an annual basis and stored within the Emergency Anaphylaxis kit

The Human Medicines (Amendment) (No. 2) Regulations (2014) allows schools to buy salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by children, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Emergency Asthma Inhaler Kits are stored in the medical suite, the first aid room in the sports hall and the first aid room in the pavilion, with the appropriate guidance for use. Further kits, available to accompany school trips and sports fixtures, are locked away and handed to a nominated member of school staff at the time of travel for safety.

### **Administration to Save a Life**

In extreme emergencies e.g. an anaphylactic reaction, certain medicines can be administered by the School Nurses without the direction of a medical practitioner, for the purpose of saving life. For example, the administration of adrenaline by injection (1:1000), Chlorpheniramine and Salbutamol are among those drugs listed under article 7 of the Prescription Only Medicines (human use) Order 1997 for the administration by anyone in an emergency for the purpose of saving life.

### **Controlled Drugs (CD's)**

The supply, possession and administration of controlled medicines are regulated by the Misuse of Drugs Act and its associated legislation. Some CD's may be prescribed as a medicine for use by children, e.g., methylphenidate (Ritalin).

NICE guidance states that non-healthcare settings such as schools should have systems and processes in place for storing, recording and transporting controlled drugs that belong to a person who is under the organisation's supervision. It is permissible for schools and settings to look after and administer a controlled drug, where it is agreed it is in the child's best interests to do so.

A pupil who has been prescribed a controlled drug may legally have it in their possession if deemed competent. However, Leicester Grammar School Trust does not allow pupils/children to self-administer controlled drugs to ensure the safety of the whole school community. Passing it to another child for use is a legal offence.

Good practice dictates that that the storage of controlled drugs should comply with The Misuse of Drugs Regulations 2007. Controlled drugs are subject to safe custody and must be stored in a locked receptacle within a further secure, lockable cupboard. The key to this cupboard must only

be accessible to staff authorised to have access to it. CDs must be administered in a timely fashion in line with relevant legislation and local standard operating procedures.

A Controlled Drug Register (CDR) will be kept in a bound book format on each of the schools' sites. There must be a separate page for each strength & form of an individual drug. Each page must specify the name, strength and form of the drug at the head of the page and all of the entries on that page must relate to that drug only. Each entry must be in chronological order. Each entry must be legible and written in indelible ink. If a mistake is made then it should be crossed through with a single line so that it can still be read. The CDR must be kept on the premises to which it relates. The CDR must be available for inspection by an authorised person.

All pupils requiring CDs must have a Medical Practitioners letter stating diagnosis, medication prescribed and dosage. All CDs must be in the original packaging, with a pharmacy label including name of child and the required dosage.

Any authorised and trained member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

### **Self-administration of Medicines**

It is strongly discouraged for pupils to self-administer medications whilst at school. Exceptions to this include medicines required to treat a life-threatening condition or following a discussion and an agreement made with the school nurses. This is to ensure the safety of the pupil and others.

If a pupil is over the age of 16 years and would like to self-administer their own medication whilst on a school residential trip, they may do so as long as they and a parent understand and will support the expectations outlined in the agreement (Appendix 1).

### **Practice for Administering Medication to Pupils**

The School Nurse or member of school staff will only administer the medication to a pupil if they are aware of:

- The pupils medical history
- Any allergies
- Any other medication the pupil is currently taking
- Any possible side effects
- Any contraindications

The School Nurse or member of school staff will also establish and check:

- The pupils identity
- The pupils age
- The reason for giving the medication
- If the pupil has taken that particular medication before and, if so, whether there were any problems.
- Dose of the medication
- Frequency of the medication
- Expiry date

- Any specific instructions relating to that medication.

The pupil must take the medication under the supervision of the administering staff member.

### **Record Keeping**

Once a medicine has been administered, an accurate and legible paper record is completed using the medicines record book. This information is also transferred to the individual pupil's medical record.

The record should include:

- Name of the pupil
- Date and time
- Name and dosage of drug.
- Signature of the member of staff administering the medication.

### **Procedure for Reporting Drug Errors and Adverse Drug Reactions**

In the event of a drug error or adverse drug reaction the pupil's health and safety will be the initial priority. The School Nurse will assess the child and administer any lifesaving medicines if required.

If it was deemed necessary by the School Nurse, the child will either be seen by a GP, transferred to the Leicester Royal Infirmary Accident and Emergency Department or an Ambulance will be called.

The child's parents will be contacted as soon as is reasonably possible and a thorough explanation provided.

The Head Teacher and Chief Executive will be informed, and an investigation will take place. The parents will be informed of the outcome of the investigation.

### **Storage of Medicines**

Medicine should not be stored in a pupil's locker at any time.

Pupil's own prescribed medications are stored in the medical suite, either hanging on the wall in easily identifiable bags for rapid retrieval, in a locked medicines cupboard or in the fridge as appropriate. These medicines should be stored in their original packaging, accurately labelled with the child's name, the drug name, the dose required, the frequency of administration and the expiry date.

Short term medicines and GSL medications are stored in a locked cupboard, or in the fridge as appropriate, in the medical suite. The school nursing team hold the keys.

The temperature of the medicine's fridge in the medical suite is automatically monitored. If there is any variation from the acceptable temperature range (2-8 degrees Celsius) the fridge will alarm and the temperature control should be adjusted accordingly; the temperature re-checked 2 hours later. If there are any medicines stored in the fridge during this time, advice should be sought from the local pharmacist.

When on a school residential trip, the designated member of staff who is responsible for the administration of medicines will identify a secure place to safely store the medicines for the duration of the trip.

Staff medication must be stored securely, out of reach of children, either in their department's office or in a locked cabinet. The School Nurse can store staff medication in a locked cupboard in the medical suite if necessary. Staff on medication should only work with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

### **Disposal of Medicines**

If there are any unused or out of date medicines they are sent home, disposed of in a clinical waste sharps bin (in the case of Adrenaline auto-injectors) or taken to the local pharmacy by the School Nurse for their safe disposal. The sharps bins are collected on a regular basis and taken to clinical waste incinerators.

### **Immunisations**

The local NHS Immunisation Team are commissioned to visit the school and administer vaccinations as per the NHS immunisation schedule. The School and School Nursing Team facilitate the sessions and do not hold any responsibility for the administering of the vaccinations or the documentation on the child's NHS records.

### **Review of the Administration of Medicines Procedures**

The Administration of Medicines Policy and Procedures will be reviewed and updated annually.

## **Appendix 1**

### **Agreement and Consent for the Self-Administration of Over the Counter and Prescribed Medicines on Residential Trips.**

Self-medication is an important step towards independence and should be supported; provided the student understands the importance of medicine safety, and the consent of their parents has been granted.

The purpose of this form is to provide clear guidance and outline the expectations of the student on the trip. Students will not be permitted to continue to self-medicate if they display poor compliance and, if at any time the student does not adhere to the expectations, the Trip Leader will give consideration to their future participation in the trip.

#### **Over the counter medication:**

- All medicines will be stored in the original packaging which will include the patient information leaflet.
- Parents must explain to their child the purpose of the medication, the frequency of administration and the maximum daily dose prior to departure.
- The medication should either be stored securely in the student's room, or on the student's person if needed during the day.
- If the student administers the medication, they should inform the member of staff responsible for first aid/medications, so they are aware of the student's condition.
- The student must inform a member of staff if they realise they have taken the medication incorrectly.
- The student must inform a member of staff if they are experiencing any side effects from the medication.
- Under no circumstances should the medication be shared with another pupil on the trip.

#### **Prescribed medication:**

- Prescribed medication should always be stored in the original container with the pharmacist's original label, with the following detail:
- Child's name and date of birth
- Name and strength of medication
- Dose
- Any additional requirements e.g. in relation to food etc
- Expiry date whenever possible
- Dispensing date
- Parents must be satisfied that their child has a clear understanding of the purpose of the medication, the frequency of administration and, in the event of a missed dose, what they should do.
- The medication should either be stored securely in the student's room, or on the student's person if needed during the day.
- The student must inform a member of staff if they realise they have taken the medication incorrectly.
- The student must inform a member of staff if they are experiencing any side effects from the medication.

**Name of Trip**.....

**Dates of Travel**.....

**Student agreement**

I.....(please print name) agree to adhere to the expectations detailed in this document. I understand that if I display poor compliance and/or breach these expectations, consideration will be made to my future participation in the trip.

Signed..... Date.....

**Parental consent**

I.....(please print name) give consent for my child to self-administer over the counter and/or prescribed medication whilst on the trip. I understand that if they display poor compliance and/or breach these expectations, consideration will be made to their future participation in the trip.

Signed..... Date.....